



## Designs Form D12

# Request for alteration of name, address, address for service or agent's address

## Request for correction of address, address for service or agent's address

Registered Designs Rules (Cap. 522A)

### Important notes

#### 1. General notes:

- a. Please complete this form in English unless otherwise stated.
- b. This form must be signed and dated.
- c. If there is not enough space for any part on this form, please continue on an additional sheet. Number each additional sheet and state the number of additional sheet(s).
- d. Please enquire through the following means:
  - E-mail: [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk)
  - Internet homepage address: [www.ipd.gov.hk](http://www.ipd.gov.hk)

#### 2. Use of Personal data:

- a. The provision of your personal data is voluntary. However, the Designs Registry may be unable to handle your application, filing request or notice if you do not provide sufficient information.
- b. The Designs Registry will use any personal data provided in this form and any document(s) filed in relation to it for processing your application, request or notice, as well as for the purposes of collection set out at [www.ipd.gov.hk/eng/home.htm](http://www.ipd.gov.hk/eng/home.htm). **Any of the information provided may be made available for public inspection, in full or in part, pursuant to section 70 of the Registered Designs Ordinance, Cap. 522 and section 55 of the Registered Designs Rules, Cap 522A. Such information may be accessed through the Internet.**
- c. The Designs Registry may redact unsolicited personal data included with this form or any document(s) filed in relation to it before making them available for public inspection. Please **DO NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted.**
- d. Subject to the requirements of the Registered Designs Ordinance, Cap. 522, any person has the right to request access to and correct his/her personal data held in the design records maintained by the Designs Registry, pursuant to sections 18 and 22 of the Personal Data (Privacy) Ordinance, Cap. 486.
- e. For further details, please see the Personal Information Collection Statement at [www.ipd.gov.hk/eng/home.htm](http://www.ipd.gov.hk/eng/home.htm).

#### 3. Use of Other Information:

- a. The Designs Registry will use any information relating to any commercial enterprise or entity provided in this form and any document(s) filed in relation to it for processing your application, request or notice, and for the purposes of collection set out at [www.ipd.gov.hk/eng/home.htm](http://www.ipd.gov.hk/eng/home.htm). **They may be made available for public inspection, in full or in part, pursuant to section 70 of the Registered Designs Ordinance, Cap. 522 and section 55 of the Registered Designs Rules, Cap 522A. Such information may be accessed through the Internet.**
- b. **DO NOT include any business information of your own or that of third parties which you consider to be confidential or commercially sensitive.** Where such information is included in this form or any document(s) filed in relation to it, the Registrar will treat it an express and voluntary consent given by you and any such third party to disclosure of all such information for the purpose of public inspection.

#### 4. Submission of application/request/notice:

In person or by mail to the Registrar of Designs, 24/F, Wu Chung House, No. 213 Queen's Road East, Wanchai, Hong Kong, China.

<b>01 Your reference</b>	
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<b>Note 1</b> You may use this form for more than one application or registration if the alteration or correction is the same.
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<b>02 Application / Registration no(s).</b> <i>(Note 1)</i>	
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<b>03 Name(s) of applicant(s) / registered owner(s) as currently appears (appear) in the application or on the register</b>

<b>04 This is a request for:</b>	<p><input type="checkbox"/> alteration of name <i>(please complete Parts 05-08)</i></p> <p><input type="checkbox"/> alteration of address <i>(please complete Parts 05-08)</i></p> <p><input type="checkbox"/> correction of address <i>(please complete Parts 05-08)</i></p> <p><input type="checkbox"/> alteration of address for service and/or agent's address <i>(please complete Part 07 and/or 08)</i></p> <p><input type="checkbox"/> correction of address for service and/or agent's address <i>(please complete Part 07 and/or 08)</i></p> <p><i>Please mark the appropriate box(es)</i></p>
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<b>05 Name / address to be altered or corrected</b>  Name  Address	
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<b>06 New name</b> <b>New or corrected address</b> <i>(If the new name is not in Roman letters or in Chinese, please include a transliteration in Roman letters.)</i>  Name  Address	

**Note 2** You should provide details of an address for service in Hong Kong, China. Please note that a P.O. Box or "care of" address is not acceptable.

<b>07 Address for service in Hong Kong, China (Note 2)</b>  <b>Important note</b> <b>The address for service you provide here shall be treated as being in substitution for any address for service previously filed for all designs listed in Part 02.</b>	
Name	
Address	
Telephone no.	
Facsimile no.	
E-mail address	

**Note 3** If you are an agent, you should provide details of an address in Hong Kong, China where you reside or carry on your business activities. Please note that a P.O. Box or "care of" address is not acceptable.

<b>08 Agent's address (Note 3)</b>	
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<b>09 Declaration</b>  <i>Please mark the box to make declaration if applicable</i>  <input type="checkbox"/> I/We declare that there has been no change in the ownership of the design(s) or identity of the owner of the design(s).
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**10 Signature**

**I/We confirm that I/we have read and understood the “Important notes” on page 1.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Official Capacity of Signatory

\_\_\_\_\_  
Date (DD-MM-YYYY)

**11 State the number of additional sheet(s) attached to this form**